



**ROCKFORD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Regular July Meeting  
Minutes**

Thursday, July 16, 2020

**Present:** Karen Hoffman, Chairman  
Jeff DiBenedetto, Vice Chairman  
Jaime Sanchez, Commissioner  
Sandra Sigala, Commissioner  
Jessica Wilson, Commissioner (**Via Phone, Not Able to Vote**)

**Staff:** Laura Snyder, CEO  
Tim Horning, RHA Legal Counsel  
Angel Mackey, Executive Assistant

**Absent:**

The meeting was called to order at 4:04 p.m.

**MINUTES:**

Commissioner DiBenedetto moved that the RHA Board of Commissioners accept the minutes from the regular June meeting held June 18, 2020. Commissioner Sigala seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sigala, Sanchez, Hoffman

**Nays:**

**MOTION APPROVED**

Commissioner Sanchez moved that the RHA Board of Commissioners approve the checks from June on file for audit. Commissioner DiBenedetto seconded the motion.

**Ayes:** Commissioners: Sanchez, DiBenedetto, Sigala, Hoffman

**Nays:**

**MOTION APPROVED**

## **QUESTIONS/COMMENTS FROM THE AUDIENCE**

- John Brantley provided the board with updates on community events

## **CEO REPORT**

Laura Snyder, CEO

### **Human Services:**

• In a continued effort to ensure youth within the RHA properties are adequately prepared for the upcoming school year, RHA has drafted and distributed a resident survey. This survey was designed to assist us in gathering information regarding:

- School appointment
- Grade level
- Access to electronic devices and/or internet service
- Tutoring needs
- Required accommodations

All information has been collected and, after review, will be shared with RPS 205 to develop a plan to work collectively to address the needs of our youth and families.

• Strong Families Initiative; This year's event will be hosted on July 24<sup>th</sup> and 25<sup>th</sup> for our development's children ages 5-12.

- Eunice Green called every resident that lives in RHA to make sure they had everything they needed during the COVID shelter in place.
- Odessa Walker's team has talked to every household with children to see how we can help prepare them for the upcoming school year
- RHA has a tutoring service and are currently looking to provided devices needed for education
- RHA looking to provide space for RPS 205 for education services designated areas for learning of no more than 9 children per class
- Comcast is working on clearing any balance owed to low income families free until 12/31/20 and then RPS 205 will pick up the cost after that date.
- RHA is willing to provided electronic devices to help with voter registration (Joint effort)  
Karen Hoffman can talk with Odessa Walker

### **Operations:**

#### **Occupancy:**

- Blackhawk 93%
- Park Terrace & Low-rise 95%
- North Main Manor 95%
- Fairgrounds 95%
- Olesen Plaza 82%
- Scattered Sites East 99%
- Scattered Sites West 97%

- RHA continue to struggle to bring safety equipment into stock, preventing us from opening to the public. All material is on order, and we are awaiting delivery.
- All directors, along with Laura, continue to participate in NAHRO, PHADA, and RAEDC, trainings to educate us on how to respond to the Covid-19 pandemic appropriately.
- HUD has announced that REAC inspections are not anticipated for 2020. At this time, it is presumed that inspections will resume in 2021.
- Property management and maintenance staff continue to focus on occupancy to prepare for our 9/30 snapshot
- Formal notification of the termination of the mutual jurisdiction agreement has been sent to the Winnebago County Housing Authority. We have requested a listing of all clients currently residing the
- Resident's participating in the PBV with Winnebago Homes Association, have been notified of the termination of the contract. A meeting is scheduled to review resident options on July 27, 2020. Prairie State legal has been invited to attend this meeting to ensure all resident concerns are adequately addressed
- The new RHA website has been completed and is currently under review by staff. Once the review is complete and it is determined that all content is correct, the new platform will be launched.

#### **Procurement:**

- As part of the section 18 application for Fairgrounds, RHA will be contracting with Intertek PSI, to perform a Physical Needs Assessment of the property. This contract is not to exceed \$20,275.00
- The procurement manager, Linda Dorsey-Tillman, will be working with Econometrica to draft the RFQ's for Brewington Oaks, at the request of the board of commissioner during the July 7, 2020 meeting.

#### **Development:**

- Redevelopment Coordinator, Erin Woosley, and I have participated in HUD's environmental review training. In a continued effort for education on this process, RHA will be sitting in with the city of Rockford staff on 7/13/2020, for additional training.
- At the request of the Rockford Police department, RHA will be reviewing the current camera system at Fairgrounds and look to install temporary upgrades. Any hardware purchased will have mobile capabilities to be relocated at other developments when necessary.

In addition to camera equipment, landscaping will be addressed to remove any blind spots for police officers.

#### **Finance:**

- The 2019 financial audit has been submitted to HUD and accepted.
- As part of the Covid-19 response, we are looking to go paperless. Our first step in this process is to eliminate paper checks to our residents for utility allowances. Working with Comdata, residents will be issued a debit card for all payments submitted to them.

### **CEO Message:**

As an agency, we continue to see positive cases of Covid-19 amongst our staff and residents. Therefore, emphasizing the need to ensure that our "Re-opening Plan," aka "Return to Operations" plan is tactical and deliberate, with a focus on safety and minimizing face to face human interaction.

RHA have yet to be able to move into Phase II, due to a delay in the installation of the door system at COCC. Once installed, we will immediately enter Phase II.

As with any significant event, the key to success is communication. To assist with communications to the residents, we will be launching a virtual platform that will allow us to promote any policy or operation changes, our community calendar, and Human services programs through a dedicated network that will be transmitted to all community areas of our developments. This platform will also allow us the ability to host live events with several different locations simultaneously, eliminating the need for face to face contact.

### **FINANCE REPORT**

**Jana Janes, Director of Finance**

Jana went of the financials provided to the board in the board packet on pages 8 through 20.

### **GORMAN REPORT**

**Ron Clewer, Illinois Market President**

- Ron Clewer Went over the quarterly progress report,
- Would like to set a meeting to talk about the MDA, and policing of the properties.
- Ron went over the police action report provided to the board. went over the outlines for each. FOIA request on 6.16 & 7.7.
- Financial report was provided to Taip the RHA finance directors
- 2 vacants at Orton Keyes, 1 vacant at Jane Adams, and The Grove is at 100% occupancy
- Gorman has been working with residents who have been having a hard time paying rent and now have rent repayment agreement with the residents who owe back rent.
- Gorman provided deeper input on the 35 police reports, some calls may not be being classified properly.
- Currently having a problem with the OK cameras and License Plate reader, in the process of getting these fixed. Some calls may not be being classified properly.

### **UNFINISHED BUSINESS**

#### **Resolution #2020-012**

Commissioner DiBenedetto moved that the RHA Board of Commissioners lay over the request for approval demolition of Brewinton Oaks until the August 20 , 2020 board meeting. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sanchez, Sigala, Hoffman  
**Nays:** None  
**MOTION APPROVED**

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**Resolution #2020-17**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE PHA2020 ANNUAL PLAN.

Commissioner Sanchez moved that the RHA Board of Commissioners approve PHA 2020 Annual Plan. Commissioner Sigala seconded the motion.

**Ayes:** Commissioners: Sanchez, Sigala, DiBenedetto, Hoffman  
**Nays:** None  
**MOTION APPROVED**

**Resolution #2020-19**

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE THE PROPOSED REVISIONS TO THE HCV ADMINSTRATIVE PLAN, WHICH UPON APPROVAL WILL BE EFFECTIVE AUGUST 1, 2020.

Commissioner DiBenedetto moved that the RHA Board of Commissioners approve the proposed revisions to the HCV Adminstrative Plan, which upon approval will be effective AUGUST 1, 2020 Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: DiBenedetto, Sanchez, Sigala, Hoffman  
**Nays:** None

**Consent Agenda**

Commissioner Sigala moved that the RHA Board of Commissioners approve the Collection Loss Write-off for vacant uncollectible accounts for the month July in the amount of \$3527.02. Commissioner Sanchez seconded the motion.

**Ayes:** Commissioners: Sigala, Sanchez, DiBenedetto, Hoffman  
**Nays:** None  
**MOTION APPROVED**

## NEW BUSINESS

### Resolution #2020-23

RESOLUTION THAT THE RHA BOARD OF COMMISSIONERS HEREBY APPROVE AN ARCHITECTURAL & ENGINEERING SERVICES CONTRACT ACT TO THE TWO FIRMS LARSON & DARBY AND TYSON AND BILLY ARCHITECTS IN AN AMOUNT OF NOT TO EXCEED \$300,000.

Commissioner Sigala moved that the RHA Board of Commissioners approve an Architectural & Engineering services contract act to the two firms Larson & Darby and Tyson and Billy architects in an amount of not to exceed \$300,000. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: Sigala, Sanchez, DiBenedetto, Hoffman

Nays: None

**MOTION APPROVED**

### R.A.B – RESIDENT ADVISORY BOARD

Ken Oliver, RAB President

- RAB had a meeting with all of the councils because of an incident that occurred due to cultural backgrounds, things have been getting better since the meeting.
- Odessa Walker will training the council once a week Ken would also like to see a training done with the RAB to have everyone on the same page.

### RHA COMMISSIONERS

At 5:15 pm with no future business, Commissioner DiBenedetto made a motion to adjourn. Commissioner Sanchez seconded the motion.

Ayes: Commissioners: DiBenedetto, Sanchez, Sigala, Hoffman

Nays: None

**MOTION PREVAILED**

  
Chairman, Karen Hoffman

  
Board Secretary, Laura Snyder